

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DODE04425479</u>	DATE POSTED: <u>12/09/22</u>	
POSITION NO: <u>263256</u>	CLOSING DATE: <u>Open Until Filled</u>	
POSITION TITLE: <u>Education Program Manager</u>		
DEPARTMENT NAME / WORKSITE: <u>DODE/Office of Standards, Curriculum, Assessment Development /Window Rock, AZ</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BX68A</u>
WORK HOURS: <u>8:00a-5:00p</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>66,669.84</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>31.93</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Supervise, direct and organize staff related administrative tasks. Responsible for administrative and program reports, monthly, quarterly and annual reports school operation compliance with applicable federal and tribal requirements, investigation reports; and reauthorization reviews/recommendations as it relates to language and culture. Prepare and administrate program budget. Coordinate, plan and implement technical assistance/training and monitoring of school boards and personnel. Includes providing technical assistance and serving as a resources in culture and language to school program effecting 33 BIE funded schools. Formulates policies , procedures and recommend new legislation, as needed, or modification of existing education laws, interpret Health, Education & Human Services Committee of the Navajo Nation Council guiding legislation rules and regulations as it relates to Dine' language and culture. Must have knowledge and experience with Dine' language proficiency assessment, oral Navajo Language and Culture Test, DLCA Certification, Digital Storytelling, curriculum framework, and Dine' Content Standards. Must be able to promote, practice and effectuate goals and implement Dine' language, culture, history and governmental programs in schools on an near the Navajo Nation. Able to advocate at the local, state and federal levels on initiatives related to funding proposals, standards, curriculum and assessment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Education Administration, Education or closely-related field; and five (5) years education administration experience, two (2) years of which must have been in a supervisory capacity.

Special Requirements:

- Valid State Driver's License.
- A favorable background investigation.

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Fluency in both the Navajo and English languages as a condition of employment.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.